

KySTE Executive Director Job Description

Job Title:	Executive Director
Salary:	Based on Experience
Benefits:	None
Schedule:	Flexible

Organization Background

The Kentucky Society for Technology in Education (KySTE) is a non-profit agency composed of over 175 districts in the state of Kentucky. By aggregating to represent a significant segment of the schools in Kentucky, KySTE works to meet the needs of its members in educational technology. Another purpose of KySTE is to promote and facilitate the effective integration of technology into the classroom and curriculum through a series of instructional technology trainings and practices. These include an annual conference, regional trainings, and partnerships with other agencies. KySTE also offers an array of services to the membership through an online presence. Finally, a key KySTE focus is supporting communication, collaboration, and networking among the membership. KySTE's mission is to empower the educational community in the Commonwealth of Kentucky to infuse technology as an integral part of the educational process through advocacy and leadership, promoting educational excellence and supporting technology-based innovation.

Job Summary

The Executive Director of KySTE shall furnish direction, guidance and staff support for KySTE. The Executive Director is responsible for the management of the operations, contract negotiations with vendors, fiscal planning and budgeting, and implementing the policies of the Board.

Job-Related Decision Making

The person in this position acts independently but in coordination with the Executive Committee. Good judgment, excellent communication skills and sound decisions are essential to obtain satisfactory results. Consequences of poor judgment can include lawsuits, jeopardy to the organization's non-profit status, and loss of membership, increased cost to the organization, poor public relations, or loss of revenue to the organization. Responsibilities include (but are not limited to):

Vendor Relations

- Collect fees, maintain and update the KySTE vendor sponsorship computer database (ie inputting all data and creating reports for regularly scheduled Executive Committee meetings), as well as solicit and sign on new vendor participation
- Organize, standardize, coordinate, facilitate and manage all ongoing vendor agreements
- Serve as the primary contact for establishing new vendor agreements
- Identify and develop relationships with new vendors based on product demand or interest from member organizations or Board Members
- Negotiate vendor agreements

Administration

- Work with contracted vendor to maintain and update the KYSTE membership computer database, specifically including reviewing all data and creating reports for regularly scheduled Board of Directors meetings, as well as contacting past members for renewal of membership
- Work with contracted vendor to account for the membership dues (paid and outstanding), including making of deposits and sending deposits to the treasurer of KYSTE as well as the management of incoming purchase orders
- Upkeep of inventory as custodian of KYSTE property, including but not limited to the electronic equipment, office supplies, and archives of information
- Work with contracted vendor to collect fees, maintain and update the KYSTE vendor sponsorship computer database (e.g. reviewing all data and creating reports for regularly scheduled Board of Directors meetings), as well as solicit and sign on new vendor participation
- Pursue, plan, and manage the organization, registration, and payment of KYSTE initiated and/or sponsored conferences and workshops
- Function as the Board's contact person for the KYSTE conference, specifically including the duty of routing bills, working with contracted vendor to collect membership registration forms and payments, assisting Board with negotiating hotel and facility contracts, if requested, collecting and organizing conference presenter proposals, and creating and managing the conference program (app based and/or hard copy)
- Process and manage all KYSTE printing and mailings
- Maintain the KYSTE post office box and phone number including the obligation to respond to inquiries received and route mail to appropriate KYSTE officers and or committees
- Represent KYSTE at meetings and other organizations as requested by the KySTE Board

Board Relations

- Serve as a non-voting member of the Executive Committee

Fiscal Planning

- Account for the membership dues (paid and outstanding), including making of deposits and sending deposits to the treasurer of KySTE as well as the management of incoming purchase orders
- Aid treasurer in preparation of an annual budget
- Help manage the operations of the organization using the approved budget as a guide
- Conduct semi-annual analyses of vendor sales, revenues and expenditures and generate forecasts for the following fiscal year to aid in the budgeting process

Background

Minimum Qualifications include:

Knowledge of:

- Technology uses and applications in education
- Business or nonprofit management
- Principles and practices of school and community relations
- Fiscal and personnel management
- Common challenges and issues in the field of educational technology

Ability to:

- Collaborate effectively with a diverse group perspectives, needs and goals
- Strategize, plan, and budget financial, human, and time resources
- Negotiate business contracts and relationships
- Represent the organization and interact with its membership
- Establish and maintain effective working relationships within a team
- Manage multiple projects and priorities
- Communicate clearly and concisely, both orally and in writing
- Perform tasks accurately, quickly and with minimal supervision
- Be flexible and adaptable to changing priorities and conditions
- Travel regularly within state and occasionally regionally/nationally

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate.

Experience:

The ideal candidate will have experience at managing a nonprofit or educational organization for at least two years, with recent experience working with technology vendors. The ideal candidate will have experience managing time, money and resources and be an advocate for the organization under their management. In addition, they will have ample knowledge of the educational technology industry, and be articulate with their vision for leading the growth of the organization and its vendor relationships.

Education:

The ideal candidate will possess a Bachelor's degree (or equivalent) from an accredited four-year college or university with emphasis in education, nonprofit management or a related field.

Current teaching credentials are not required. Experience could be considered in place of degree.